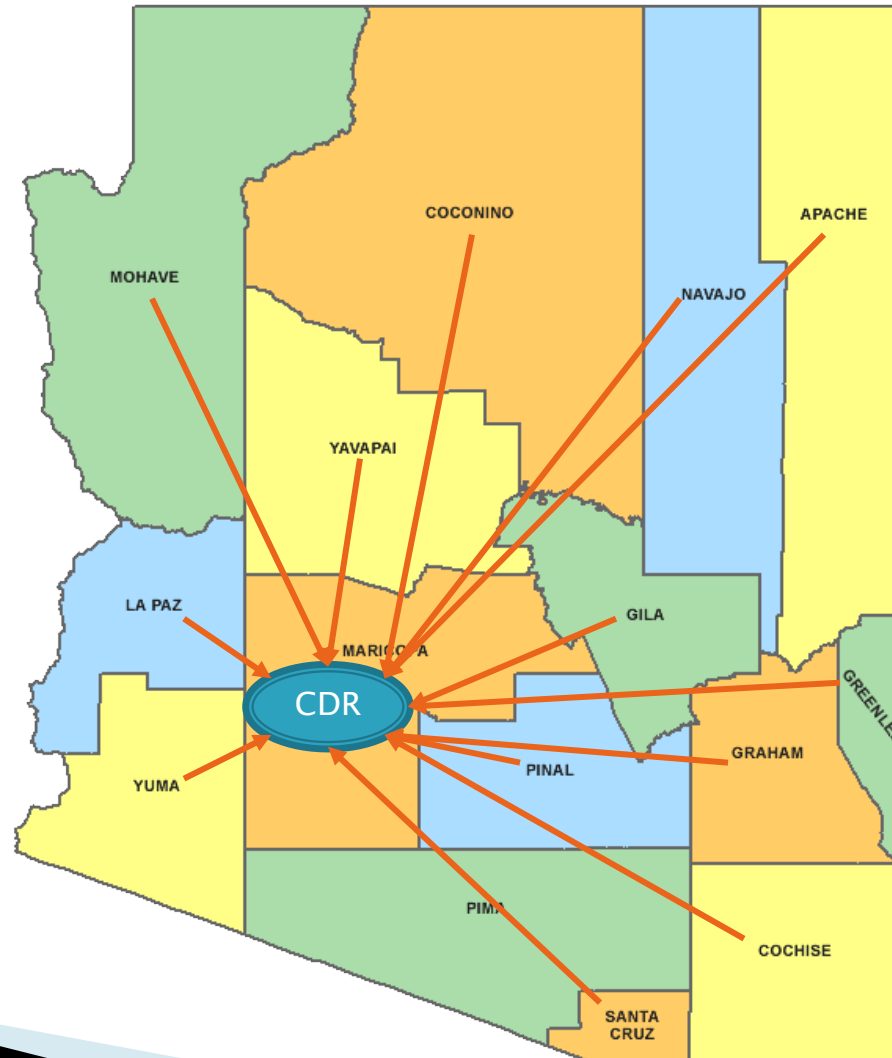


OnBase Federation and Standardization

For Arizona Courts

CDR Participation



ACJA 1–506: Filing and Management of Electronic Court Documents

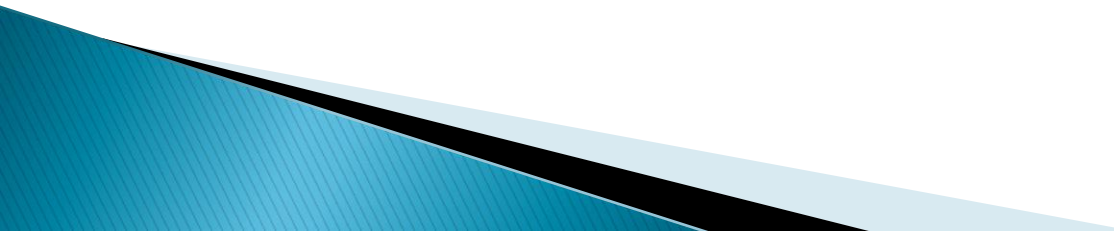
Section G.2: Index Values for e-Filed Documents

Each electronic filing system shall be implemented with an automated interface to that court's case management and electronic document management systems that will:

- ▶ Provide and verify case management data;
- ▶ Automatically docket documents; and
- ▶ Automatically index documents as required for locating the document and facilitating integration with the case and document management systems. Indexing elements *may* include:
 - (1) Case number;
 - (2) Document type;
 - (3) Filing party information; or
 - (4) Date filed.

1–507: Protection of Electronic Case Records in Paperless Court Operations

Section D.4: Imaging and Indexing Requirements

- b. The EDMS shall be integrated with the CMS or the following categories of metadata (as a minimum) shall be recorded in the EDMS:
- Case number (including type code),
 - Party names,
 - Standard document type identifier,
 - Date of filing, and,
 - Citing agency number, where applicable.
- 

Issues to be addressed (not necessarily answered at this meeting)...

- ▶ How to index documents that are redacted for some reason?
 - ▶ What forms of ‘restriction’ does the EDMS need to know about? What about the CMS?
 - ▶ How to secure an OnBase system to ensure that the CMS governs the meta-data?
 - ▶ What OnBase features, functions, and modules should we consider ‘supported’ in our enterprise?
 - ▶ How to best address EDMS issues in the future or identify “best practices” for courts?
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